VACANCY NOTICE - CONTRACT AGENT

Job title	**Secretary - Unit secretariat - Meetings organisation**
Reference	**EC-2026-EMPL-410323**
Application deadline	10.12.2026 - 12.00 (noon, Brussels time)
Directorate-General (full name)	Employment, Social Affairs and Inclusion
Unit	D.2 (Social protection and demography)
Place of assignment	Brussels
Domain*	Employment
Contract type and Function Group	Contract Agent 3b FG II
Other useful information (contract duration, other ...)	Post available as from 16/01/2027

About us

The Employment, Social Affairs and Inclusion DG pursues policy, legislative and financial initiatives to build a competitive social market economy in the EU by shaping and promoting a modern European social model. Through the implementation of the European Pillar of Social Rights and with the help of EU funds, it aims to create more and better jobs, promote skills, improve the functioning of the labour markets and fight poverty and social exclusion.

The mission of Unit EMPL D2 is to contribute to the strengthening of the social dimension of Europe and achieving social fairness through support for the modernisation of social protection systems with the aim of ensuring adequate social protection for all in the context of an ageing society.

The unit focuses especially on supporting access to social protection for all workers and the self-employed and develops policies for accessible, adequate and sustainable high quality long-term care and pension systems (Principles 12, 15 and 18 of the Pillar of Social Rights). It contributes to policies supporting access to quality and affordable health care and promoting active ageing.

About the role

We are offering an interesting and challenging position as secretary in a small team with a wide range of tasks in a dynamic and positive working atmosphere. The successful candidate will be called upon to ensure support for the effective functioning and coordination of the Unit's activities, ensure the organised flow of information and management of deadlines for the unit's deliverables.

Working together with the administrative assistant of the unit, the main task will be to assist the Head of Unit and its staff members. She/he will handle a variety of administrative and secretarial tasks such as ensuring overview of deadlines,

dispatching tasks and documents, ensuring the timely follow up to citizens requests and complaints, interservice consultations and parliamentary questions, preparation of missions, organisation of internal/external events and meetings (including online), processing files, and ensuring document management. In all tasks, the secretary will make best use of available digital tools. She/he will work in a tandem with the administrative assistant of the unit and will ensure back-up to the planning and programming assistant, including with regards to the management of pending financial workflows.
Our administrative team plays a key role in ensuring the smooth running of our unit. They represent a key interface for the team members and follow the overall planning and working arrangements of the unit.

Qualifications, experience and skills

We are looking for a motivated, well-organised secretary with a strong sense of responsibility and a good service culture and who can work both independently and as a part of a team. A positive, hands-on attitude, good communication skills and good judgement are essential to manage contacts and files within the Unit, as well as with other services and external stakeholders. Good user knowledge of M365 applications (Word, Excel, Outlook, PowerPoint) as well as collaborative working platforms (Teams, SharePoint, Cisco Webex, etc) is necessary. Very good knowledge of English is an important asset and working knowledge of French would be an, OneDrive advantage. Experience with document management and knowledge of administrative tools and procedures of the Commission (SYSPER, Ares, MIPS+, CISnet, Basis, ePoetry, etc.) would be also be an advantage. Experience in treatment of citizens' complaints (use of THEMIS), organization and reimbursement of expert meetings (use of WebDOR, AGM) and preparation of College decisions (use of DECIDE, Legiswrite) is an advantage.
The candidate should be able to effectively communicate and maintain constructive professional working relations with colleagues in the Unit and in other services.
If you think this job matches your interests and profile and you feel joining our friendly team, we would be happy to receive your CV together with the application form.

How to express your interest?

You should send your documents in **one single pdf** in the following order:

1. Your CV 2. Completed application form

Please send these documents by the publication deadline to EMPL-DIRECTORATE-D-VACANCIES@ec.europa.eu indicating the selection reference **EC-2026-EMPL-410323.**

Eligibility, recruitment steps, contract and working conditions

Please consult the pdf document at the end of this page